

ASSIGNMENT 5

Textbook Assignment: "Financial Returns," chapter 7.

- 5-1. Which of the following statements give(s) the purpose of submitting financial returns?
1. Make up the formal accounting to the United States for all public funds received and spent
 2. Basis for the official audit and settlement of accounts by GAO
 3. Provide the data from which DOD maintains its administrative accounting control
 4. All of the above
- 5-2. Which of the following reasons is NOT a purpose for regional consolidation of financial returns?
1. Reduce the number of disbursing returns
 2. Permit the prompt reporting of financial transactions
 3. Reduce the number of accountable positions
 4. Maximize the use of the automated accounting machines available at FIPCs
- 5-3. A non-tactical disbursing Office is one that although subject to deployment is not expected to be in a combat situation.
1. True
 2. False
- 5-4. Which of the following statements concerning CDOs is NOT true?
1. Perform the same daily tasks as a regular disbursing officer
 2. Use both their own symbol number and the symbol number of DFAS-CL on paid vouchers
 3. Tasked with consolidating all the financial returns processed by the disbursing officers reporting to them
 4. Sign checks issued under their name and office symbol
- 5-5. How many separate records of financial transactions does a CDO maintain?
1. One
 2. Two
 3. Three
 4. Four
- 5-6. Which, if any, Of the following sections on the reverse of the "consolidated" SF 1219 does a CDO complete?
1. Section II, Part A only
 2. Section II, Part B only
 3. Section II, Parts A and B
 4. None of the above
- 5-7. A non-tactical disbursing officer stationed in the United States is required to submit the original DD 2657 with Supporting documents to the CDO not later than which of the following days after the transactions occurred?
1. The first working day
 2. The first calendar day
 3. The third working day
 4. The third calendar day
- 5-8. A disbursing officer prepares a DD 2657 for each working day, even if no transactions occurred on that day.
1. True
 2. False
- 5-9. Which of the following DD forms is used as a cover form for the DD 2657 and supporting documents?
1. 1081
 2. 2666
 3. 2557
 4. 2667
- 5-10. At the end of the month, the SF 1219 should be prepared in the original and what total number of copies?
1. One
 2. Two
 3. Three
 4. Four
- 5-11. Cash in the possession of all disbursing officers is balanced at least how often?
1. Every day
 2. Every 2 days
 3. Every week
 4. Every month

5-12. Which of the following DD forms is used as a covering transmittal for the DD 2665 submitted by an agent cashier to the disbursing officer?

1. 1081
2. 2567
3. 2657
4. 2666

5-13. Disbursing officers aboard ship balance all deputies at all except which of the following times?

1. The first day of each month
2. Immediately after each payday
3. Immediately before each payday
4. The last day of each month

5-14. Which of the following forms summarizes the amounts the Treasury expects to recover from the disbursing officer if the disbursing officer ceases to function operations on that day?

1. SF 1219
2. DD 2657
3. DD 2665
4. DD 2666

IN ANSWERING QUESTIONS 5-15 THROUGH 5-18, CHOOSE THE SECTION OF THE DD FORM 2657 WHICH REFLECTS THE INFORMATION USED AS THE QUESTION.

5-15. Total incumbent disbursing officer accountability.

1. Section I
2. Section II
3. Section III
4. Section IV

5-16. Vault cash.

1. Section I
2. Section II
3. Section V
4. Section IV

5-17. Total DSSN accountability.

1. Section I
2. Section II
3. Section III
4. Section IV

5-18. Gross accountability.

1. Section I
2. Section II
3. Section III
4. Section V

5-19. For a DD 2657 to be in balance, the total of Section I must agree with the total of which of the following sections?

1. Section II
2. Section III
3. Section V
4. Section IV

5-20. The DD 2657 is to 1 day what the SF 1219 is to 1 month.

1. True
2. False

5-21. Which of the following DD forms is a stand-alone document that provides a complete picture of a deputy's accountability transactions for day to day?

1. 1081
2. 2665
3. 2657
4. 2666

5-22. When, if ever, should an agent cashier prepare two DD 2665s on the same day?

1. When an advance of funds was received from the disbursing officer
2. When a turn-in was made to the disbursing officer in the middle of a business day
3. When an advance of funds was made to another agent cashier
4. Never

5-23. Which of the following statements correctly describe(s) the use(s) of the DD 1081?

1. Summarize the transactions for the period of duty covered by a turn-in only
2. Act as a covering transmittal for a turn-in only
3. Document an advance of funds only
4. All of the above

5-24. Which of the following is NOT a duty that a disbursing officer should perform when receiving a turn-in from an agent cashier?

1. Perform an actual cash count
2. Sign both the original and the copy of the DD 1081
3. Retain the original DD 2665 and supporting documents
4. Retain the copy of the DD 1081

- 5-25. The SF 1219 is normally prepared in what total number of copies?
1. Original only
 2. Duplicate
 3. Triplicate
 4. Quadruplicate
- 5-26. Which of the following statements concerning the SF 1219 is NOT true?
1. An SF 1219 must be submitted even when no transactions occurred during the accounting period
 2. The SF 1219 prepared when a disbursing officer is relieved by another disbursing officer is annotated "Final" above the name line
 3. A disbursing officer who has two disbursing symbol numbers must submit two different SF 1219s
 4. Certain items on the SF 1219 are a combination of line items from the DD 2657
- 5-27. Line 2.1 of the SF 1219 must agree with which of the following items?
1. The total of line 2.1A of the DD 2657
 2. Line 5.0 of the SF 1219
 3. Total of checks issued on the SF 1179
 4. The amount in Section II, Part B of the SF 1219
- 5-28. Which of the following lines of the SF 1219 is only used by disbursing officers participating in the Treasury's On-Line Payment and Collection System?
1. 2.34
 2. 2.36
 3. 2.37
 4. 2.39
- 5-29. On the SF 1219, decreases in accountability are indicated by lines that begin with what number?
1. 1
 2. 2
 3. 3
 4. 4
- 5-30. Which of the following lines on the SF 1219 is used only when a disbursing office is being deactivated and the final accountability is transferred to another disbursing office?
1. 4.34
 2. 4.36
 3. 4.37
 4. 4.39
- 5-31. The amount on line 6.1 of the SF 1219 will be expressed in which of the following ways?
1. U.S. dollars only
 2. The foreign currency only
 3. Both U.S. dollars and foreign currency
 4. Either U.S. dollars or foreign currency
- 5-32. Which of the following items will NOT be included in the total of line 6.3 of the SF 1219?
1. Cash on hand
 2. Checks cashed for payday
 3. A deposit that has been mailed but not confirmed
 4. A postal money order cashed by the disbursing officer and not yet deposited
- 5-33. Which of the following dates will be used in the certification section of the SF 1219?
1. The last day of the accounting period
 2. The first working day of the subsequent accounting period
 3. The date prepared
 4. The date signed
- 5-34. Which of the following information is NOT included in Section II, Part A of the SF 1219?
1. The disbursing office symbol number
 2. The inclusive numbers of checks issued
 3. The total of checks issued for the period
 4. Adjustments for checks issued in prior months
- 5-35. How many copies of the SF 1219 are submitted along with the original in the financial returns?
1. One
 2. Two
 3. Three
 4. Four

- 5-36. When, if ever, will a disbursing officer submit a corrected or amended SF 1219?
1. When the error is discovered before the close of the subsequent accounting period
 2. When a SF 1219 for the subsequent accounting period has already been submitted
 3. When a SF 1219 marked "Final" has already been submitted
 4. Never
- 5-37. Which of the following disbursing officers must prepare a Schedule of Deposit Activity?
1. Tactical disbursing officers only
 2. Non-Tactical disbursing officers only
 3. Any disbursing officer preparing an SF 1219
 4. CDOs only
- 5-38. Which of the following statements is NOT a reason for preparing the Schedule of Deposit Activity?
1. To show deposits are made as required
 2. To provide a detailed listing of unconfirmed deposits
 3. To serve as a transmittal for deposit confirmation documents
 4. To provide a detailed listing of the transactions on line 4.2 of the SF 1219
- 5-39. The message report of the Statement of Accountability and Disbursements and Collections must be submitted no later than what date?
1. The last working day of the accounting period
 2. The first working day following the end of an accounting period
 3. The fifth calendar day following the end of an accounting period
 4. The fifth working day following the end of an accounting period
- 5-40. Which of the following disbursing officers is NOT required to submit the message report of the Statement of Accountability and Disbursements and Collections?
1. A disbursing officer on a ship
 2. A disbursing officer of a tactical unit
 3. A disbursing officer at a PSD in the United States
 4. A disbursing officer at a PSD in Japan
- 5-41. Any line on the message report of the Statement of Accountability and Disbursements and Collections that has a zero amount may be deleted.
1. True
 2. False
- IN ANSWERING QUESTIONS 5-42 THROUGH 5-47, SELECT THE CATEGORY CODE USED ON THE MESSAGE REPORT OF THE STATEMENT OF ACCOUNTABILITY AND DISBURSEMENTS AND COLLECTIONS THAT APPLIES TO THE SITUATION USED AS THE QUESTION.
- 5-42. A Navy payroll.
1. 1
 2. 6
 3. 7
 4. 4
- 5-43. Collection from the ship's store of a ship in Norfolk.
1. 1
 2. 7
 3. 8
 4. 4
- 5-44. A payment to a vendor for supplies ordered for a ship.
1. 1
 2. 6
 3. 7
 4. 4
- 5-45. A Marine Corps payroll.
1. 1
 2. 6
 3. 8
 4. 4
- 5-46. Collection from the ship's store for a ship in the Mediterranean Sea.
1. 1
 2. 7
 3. 8
 4. 4
- 5-47. Collection of an overpayment on a travel claim.
1. 1
 2. 6
 3. 7
 4. 8

5-48. Wich of the following actions should be taken concerning the message report of the Statement of Accountability and Disbursements and Collections if MINIMIZE is in effect for message traffic?

1. Transmit as required because the report takes precedence over MINIMIZE
2. Hold until MINIMIZE is lifted and then transmit
3. Send by express mail
4. Send by regular mail

5-49. A balanced message report of the Statement of Accountability and Disbursements and Collections has been transmitted. Subsequently, you discover that the SF 1219 that has not been mailed is incorrect. Which of the following actions should you take?

1. Send a corrected message and correct the SF 1219
2. Submit the SF 1219 to agree with the message and submit an additional message to make the correction to both documents
3. Submit the SF 1219 to agree with the message end then prepare and submit corrected copies of each document
4. Submit the SF 1219 to agree with the message and make any adjustments on the returns of the following accounting period

LT BOATE WAS RELIEVED OF DISBURSING DUTY BY ENS FROST ON FRIDAY, 12 OCTOBER. THE RELIEF WAS MADE AT THE END OF THE BUSINESS DAY AND ENS FROST ASSUMED RESPONSIBILITY FOR THE ACCOUNT AS OF 13 OCTOBER.

Figure 5-A

IN ANSWERING QUESTIONS 5-50 THROUGH 5-54, REFER TO THE INFORMATION CONTAINED IN FIGURE 5-A.

5-50. What is the latest date LT Boate should submit the financial returns for her period of accountability?

1. 12 October
2. 13 October
3. 15 October
4. 17 October

5-51. What is the latest date that LT Boate should submit the message report of the Statement of Accountability and Disbursements and Collections?

1. 12 October
2. 15 October
3. 16 October
4. 17 October

5-52. Which, if any, of the following items will LT Boate include in the message?

1. An explanation as to why the report covers less than a full month
2. An explanation as to why the transfer was not accomplished on the last day of the month
3. The name of the relieving disbursing officer
4. No special information is required

5-53. When ENS Frost submits the message report of the Statement of Accountability and Disbursements and Collections, what inclusive dates should be shown for the accounting period?

1. 01-31 October
2. 12-31 October
3. 13-31 October
4. 15-31 October

5-54. ENS Frost did not send the financial returns until 2 days after the due date. What special action should be taken?

1. Include an explanation of why the returns are late in the message report of the Statement of Accountability and Disbursements and Collections
2. Send a message on the due date explaining why the returns are late and giving an expected date of completion
3. Date the returns as of the due date since they were submitted within 3 working days
4. Include an explanation of why the returns are late with the returns

5-55. The tapes prepared to verify the vouchers in package 1 of the returns should be attached to which of the following documents?

1. To the original SF 1219
2. To the copy of the SF 1219 submitted with the returns
3. To the retain copy of the SF 1219
4. The disbursements tape to the first disbursement document and the collections tape to the first collection document

5-56. Monthly financial returns are normally forwarded by which of the following methods?

1. Regular mail
2. Express mail
3. Certified mail
4. Registered mail

5-57. Disbursing officers afloat should submit a copy of selected documents from the financial returns to the Navy Supply Corps School for the accounting period ending on which of the following dates?

1. 31 January
2. 30 June
3. 30 September
4. 31 December

5-58. Auditing is a management tool that allows the disbursing officer or supervisor to evaluate the performance of office personnel.

1. True
2. False